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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Services Officer

DATE: 5 April 1949

25X1A9a FROM : [REDACTED]

SUBJECT: Report of Operations by the General Services Division during the month of March 1949.

Volume:

- | | |
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| a. Requests for services on hand prior to March | 3 |
| b. Requests for services received during March | 165 |
| c. 1. Orders submitted to PBA chargeable to quarterly encumbrance | 168 |
| 2. Special orders submitted to PBA not chargeable to quarterly encumbrance | 15 |
| Est. cost | \$9,210. |
| 3. Orders submitted to PBA nonreimbursable | 40 |
| d. Requests for services on hand March 31 | 22 |
| e. Spaces moved during March | 11 |
| Total personnel moved | 219 |
| Equipment moves | 13 |
| Estimated cost | \$8,285.75 |
| f. Reimbursement to PBA for regular assigned laborers to warehouse | 26 |
| Est. cost | \$5,073.66 |
| g. Protective Services (PBA Guards) | |
| Reimbursable Posts - Cost \$31,395.00 | 69 |
| Non-reimbursable posts | 25 |
| h. Monies paid to PBA during month of March | |
| PBA Guards | \$29412.45 |
| PBA Laborers and trucks | 17757.11 |
| Alterations and Installations | 14482.29 |
| Miscellaneous | None |
| i. Problems: Reference is made to the previous monthly report wherein 46 requisitions were unprocessed as of March 1. With additional personnel, this Office has been enabled to double its production. This would indicate that a second typist is required in order to process the work load of the Office in an expeditious manner. | |

Attachment: Appliance and Maintenance Report
Telephone Section Report